

**State of Maryland
Judiciary**

Americans with Disabilities Act (ADA)

Procedure – Public Users Request

Maryland Rule 1-332

Accommodation procedures for public users of the Court while doing business with the Judiciary are pursuant to Maryland Rule 1-332, Notification of Need for Accommodation:

A person requesting an accommodation under the Americans With Disabilities Act, 42 U.S.C. § 12101, et seq., for an attorney, a party or a witness shall notify the court promptly. As far as practicable, a request for an accommodation shall be (1) presented on a form approved by Administrative Order of the Court of Appeals and available from the clerk of the court and (2) submitted not less than 30 days before the proceeding for which the accommodation is requested.

Requesting an Accommodation

To request an accommodation under the ADA, a public user of the court submits a Request for Persons With Disabilities form CC-DC 49, available electronically <http://mdcourts.gov/courtforms/joint/ccdc049.pdf> or an [English/Spanish version \(Form CC-DC49\)](#), to the court in which the case will be heard not less than 30 days before the proceeding. Public users may also make their requests verbally to the ADA Field Coordinator or request a hard copy of the form to complete. The court will convert verbal requests into a written request using form CC-DC 49.

To ensure compliance with the ADA, the Maryland Judiciary has designated ADA Field Coordinators for their facilities and services. If a public user has a question or needs assistance, he/she should contact the appropriate ADA Field Coordinator within the court he/she will be conducting business. For convenience, a listing of the ADA Field Coordinators is available at <http://mdcourts.gov/hr/ada/adacoordinators.pdf>.

Response to Request

The ADA Field Coordinator/designee¹ will respond indicating that the request is either GRANTED or DENIED. A possible alternate accommodation may be offered. This response is mailed to the public user (time permitting prior to appearance at court) or will be conveyed by telephone if a working phone number is provided on the request.

Record Maintenance

All written or otherwise recorded requests and responses will be retained by the Maryland Judiciary Human Resources Department, Employee Relations, ADA Officer for at least three (3) years.

¹ The ADA Field Coordinator may elect to forward the request or seek guidance from the ADA Officer at any point in the process.